



RULES OF THE NEW ZEALAND POLICE LEADERS' GUILD INCORPORATED

1 NAME

The name of the Guild is the "New Zealand Police Manager' Guild [Incorporated]".

2 INTERPRETATION

In these rules, unless the context otherwise requires;

"District" means each Police District, Police National Headquarters and the Royal New Zealand Police College

"Guild" means the New Zealand Police Leaders' Guild [Incorporated]

"Delegates" unless specifically defined in these rules, means both Executive Delegates and District Delegates appointed in accordance with Rules 14 and 15.

"Management Committee" means the Management Committee of the Guild established under Rules 8 [2] and 12 of these Rules

"Conference" means a Conference held under Rule 9 of these Rules.

"Member" means an ordinary member of the Guild and includes any Life Member and any Associate Member elected to a position as set out in Clause 5 [3] of these Rules.

Words importing the singular include the plural.

3 OBJECTS

[a] To promote the efficiency of the Police

[b] To foster good relations and fellowship among all its members, and among all members of Police

[c] To be the official channel of communication between its members as a body, and;
The Minister of Police
The Commissioner of Police

[d] To promote its members' collective employment interests

[e] To protect and improve the employment conditions of members of Police whether on collective or individual contracts of employment.

[f] To take such actions as the Guild considers advisable in the interests of the Police and members of Police.

4 MEMBERSHIP

Ordinary membership of the Guild shall be open to members of the Police who hold Management positions.

5 ASSOCIATE MEMBERS

[1] Members of the Guild who exit from Police may be admitted as Associate Members.

[2] Associate Members may attend any meeting of the Guild but shall not have voting rights, unless holding office in accordance with clause 3 below. Associate Members shall not have access to Legal Assistance under Rule 20 unless the need for legal assistance arises from holding any office as set out in clause [3] and the reason which gave rise to the need for legal assistance comes within the criteria set out in Rule 20.

[3] Conference may elect an Associate Member to the office of Executive Officer, Treasurer, District Delegate, Guild representative on the Board of the Police Welfare Fund and or the Police and Families Credit Union, Associate Members are eligible to seek election as a Trustee of the Police Managers Guild Charitable Trust.

6 LIFE MEMBERS

- [1] Conference may elect any member or former member of the Guild to the office of Life Member in recognition of their outstanding contribution to the objects of the Guild. A Life Member shall have all the rights and privileges of a member except the right to vote at meetings and Legal Assistance under Rule 20, unless the need for legal assistance arises from holding office of Executive Officer and or Treasurer in accordance with clause 2 below and the reason which gave rise to the need for legal assistance comes within the criteria set out in Rule 20.
- [2] Conference may elect a Life Member to the office of Executive Officer and or Treasurer.

7 TERMINATION OF MEMBERSHIP

- [1] Any member shall cease to be a member:
 - [a] If he or she advises the Executive Officer in writing an intention to cease being a member.
 - [b] If the Management Committee, by resolution affirmed at a meeting held after the expiration of three months from the resolution being first passed, expels a member or associate member on the grounds that subscriptions are not paid, or that the member has been guilty of disloyalty to the Guild, or conduct detrimental to the Guild or its objects, any such member so expelled has the right to appeal to the Conference against such expulsion. Any member so expelled shall not be re-admitted except by decision of Conference.

8 ADMINISTRATION

- [1] The supreme governing body of the Guild shall be the Conference.
- [2] The Conference shall appoint a Management Committee to conduct and control the affairs of the Guild.
- [3] The Management Committee shall conduct the affairs of the Guild in accordance with its rules and by-laws, and shall be subject to any direction by the Conference.

9 CONFERENCE

- [1] A Conference of Executive and District Delegates [Delegates] shall be held in the months of October or November of each year.
- [2] The date of the Conference shall be fixed by the Management Committee and notice thereof shall be sent to every Delegate at least 28 days before that date.
- [3] The President shall chair the Conference.
- [4] When voting on any matter, a Delegate at Conference or Special Conference shall be entitled to cast one vote for each financial member within the Region or District served. For the purpose of this rule the number of members within each Region or District shall be deemed to be the number of members on the day prior to the Conference or Special Conference. At the commencement of the Conference the voting strength shall be determined.
- [5] The President shall, where there is any equality of votes, have a casting vote and shall, subject to rules or any by-laws of the Guild, control the Conference or any Special Conference and conduct of business thereat. Voting shall be by show of hands unless a ballot is called for by any Delegate.
- [6] The election of all officers shall take place at the beginning of the Conference.
- [7] The Conference or Special Conference may extend the term of the President or Vice President. Conference may by resolution, remove any office holder from the office held. When any such resolution for removal is being discussed, the office holder concerned shall have the right to be heard.
- [8] When a ballot is called for a Delegate's vote shall be weighed in accordance with provisions Rule 9[4].

10 PRESIDENT / PRESIDENT ELECT

[1]

- [a] Every second year Conference shall elect a member of the Guild as President and the President shall hold office for a term for two years unless the member resigns the position for any reason.
- [b] The President may be re-elected to the position but shall not hold the position for more than six years. A President completing a six year term may be re-elected to the position after standing down for two terms.
- [c] In the year following the election of a President, Conference shall elect a member of the Guild as Vice President and the Vice President shall hold office for a term for two years unless the member resigns the position for any reason.
- [d] Nominations for election as President and Vice President may be made by any member or Region, and shall be forwarded to the Executive Officer no later than 28 days prior to the commencement of Conference.

The Executive Officer shall immediately forward all nominations to Delegates upon their receipt.

- [2] The Vice President shall act as President if, for any reason, the President is absent. A Vice President assuming office on transfer, or the resignation of the President, shall hold the office of President until the end of the term for which President was elected. In such a case the Vice President will be eligible to be elected President for a further term in accordance with Rule 10[1] [b].

11 TREASURER

When a President is elected the Delegates at Conference shall elect a Treasurer who shall also be Treasurer of the Management Committee for the following two years.

12 MANAGEMENT COMMITTEE

- [1] The Management Committee of the Guild shall comprise of the President, the Vice President, the Executive Delegates, the Treasurer and the Executive Officer.
- [2] A meeting of the Management Committee shall be held at a time, date and place fixed by the President in conjunction with the Executive Officer and reasonable notice of every meeting shall be given to members of the Management Committee'
- [3] At any Management Committee meeting four members shall constitute a quorum.
- [4] If a meeting has not been held over a period of two months any member of the Committee may demand that a meeting be called within two weeks of the demand and the Executive Officer shall summon a meeting accordingly.
- [5] The Management Committee shall have the power to co-opt up to two members to the Management Committee.

13 SPECIAL CONFERENCE

- [1] Where necessary the Management Committee may call a Special Conference.
- [2] The Management Committee shall call a Special Conference where it receives a signed written request to do so from not less than one-fifth of the membership who shall be from two or more Regions or Districts.
- [3] Delegates shall be given not less than seven days' notice of the date of a Special Conference and the rules relating to the chairing and voting at Conference shall also apply to a Special Conference.

14 ELECTION OF EXECUTIVE DELEGATES TO CONFERENCE

- [1] For the purposes of these rules, Conference has divided New Zealand into three Regions to be known as Upper North, [Police Districts Northland, Waitemata, Counties Manukau, Auckland City, Waikato and Bay of Plenty] Lower North

- [Police Districts Eastern, Central and Wellington and Police National Headquarters which includes members at the Royal New Zealand Police College site in Porirua] and South [Police Districts Tasman, Canterbury and Southern]
- [2] Members stationed at each region shall be entitled to elect or appoint an Executive Delegate to Conference.
- [3] The Regions established shall continue until Conference decides any Regions should be changed.
- [4] The Executive Delegate elected for any Region shall remain as Executive Delegate until transferred from the Region or resigns from the position as Executive Delegate or the members in the Region represented elect another Executive Delegate to represent them. The Executive Officer is to be advised of any such change.
- [5] If, for any reason an Executive Delegate is unable to attend Conference, members in the region may appoint a substitute for that Conference and shall notify the Executive Officer accordingly. The person so appointed shall be deemed to be the Executive Delegate for that region at the Conference.
- 15 ELECTION OF DELEGATES TO CONFERENCE
- [1] Members stationed at each District shall be entitled to elect or appoint a Delegate to Conference.
- [2] The Delegate elected for any District shall remain as Delegate until transferred from the District or resigns from the position as or the members in the District represented elect another Delegate to represent them. The Executive Officer is to be advised of any such change.
- [3] If, for any reason a Delegate is unable to attend Conference, members in the District may appoint a substitute for that Conference and shall notify the Executive Officer accordingly. The person so appointed shall be deemed to be the Delegate for that District at the Conference.
- 16 ITEMS OF BUSINESS
- [1] Delegates shall regularly communicate with members to update them on Guild business and also to seek input from them as to areas of business that needs to be raised at Management Committee meetings or at Conference. Delegates shall send to the Executive Officer notice of any items of business for Management Committee meetings and or at Conference.
- [2] The Executive Officer shall send to every Delegate notice of all items of business received in accordance with clause [1] of this rule.
- 17 AUDITOR
- [1] Each Conference shall appoint a person as Auditor for the following year. A person appointed as Auditor shall not be a member who holds any office in the Guild.
- 18 EXECUTIVE OFFICER
- [1] The Conference may appoint a suitable person to be Executive Officer of the Guild.
- [2] The conditions of employment and duties of the Executive Officer shall be determined by Conference.
- 19 ADVOCATE
- [1] The Guild may employ an advocate who need not be a member to advise or represent the Guild on any matter. The advocate should be paid such sum or sums as the Management Committee thinks fit.
- 20 LEGAL ASSISTANCE
- [1] The Guild maintains a fund for the provision of legal assistance to its members who may from time to time require legal advice and or representation. Access to the fund shall be administered by the Management Committee.

- [2] A member seeking legal assistance is required to submit an application to the Management Committee. A member does not have an automatic entitlement to the approval of an application for legal assistance by virtue of his or her membership of the Guild.
- [3] The Management Committee of the Guild will at its sole discretion determine on a case by case basis whether an application for assistance is approved. Each application for legal assistance will be assessed on its own merits and all such grants will be limited to a reasonable sum having regard to the Guild's Legal Assistance Policy
- [4] The allocation of such funds will be limited to matters arising out of the member's employment with the Police, and or where there is a principle important to the interests of the Guild and its membership.
- [5] A member shall not be eligible to access the fund where in the opinion of the Management Committee the member has been imprudent and/or the member has misrepresented the case to the Guild.
- [6] The Management Committee shall not approve the granting of legal assistance where such a grant would be for the purpose of assisting one member to pursue an action against another member of the Guild.
- [7] In making its decision to approve a member's application, the Management Committee at its sole discretion shall determine whether the legal assistance to the member will be provided by its representative or the member's representative.
- [8] If the Management Committee in its sole view and in its discretion determines that a matter requires assistance and there are insufficient funds available within the legal assistance fund, then the Management Committee may recommend to a Special General meeting of the Guild that a levy be struck to raise the funds required.
- [9] Where any member of the Guild is dissatisfied with a decision of the Management Committee with respect to his or her application for legal assistance, then the member has the right to seek a review of the decision to a review panel
- [10] The Review Panel shall comprise the President and two persons, appointed by Management Committee, who were not involved in the original decision.
- [11] Any such review will be a review on the papers only however the applicant may appear in support of the written submission. Any decision of the review panel will be final and binding and there will be no further review or appeal of any kind whatsoever of such a review decision.

21 GENERAL AS TO OFFICERS AND VACANCIES

- [1] Any holder of an office may resign.
- [2] If any office holder ceases to have a qualification precedent to election or appointment, or if any Management Committee member fails to attend three consecutive meetings of the Management Committee without good cause, that person shall cease to hold office.
- [3] In the event of a vacancy in the office of Delegate the vacancy shall be filled in accordance with the provisions, with the necessary modifications, of Rule 14 hereof.
- [4] Any vacancy in any office, from whatever reason arising, may be filled by the Management Committee.

22 FINANCE

- [1] The financial year of the Guild shall be from 1 April one year to 31 March the following year.
- [2] The Conference shall fix the rates of subscription payable by members and the time or times and mode of payment thereof, and remit if it thinks fit any amounts so due.
- [3] The Management Committee shall, subject to any directions of Conference or a Special Conference, disburse the funds of the Guild, after payment of administration expenses, in the furtherance of the objects of the Guild.
- [4] The Management Committee may remit the subscription of any member on half pay or leave without pay.
- [5] If any subscription monies are unpaid by a member for three months, the member shall not be entitled to vote for any purpose or to be a candidate for any office whatever and shall be deemed to have vacated any office whatsoever with he held in the Guild.

- [6] All monies payable to the Guild shall be paid to the Treasurer who shall pay the same into a banking account and shall keep a proper record of the receipt and disbursement of the same.
- [7] The Treasurer shall at the close of the financial year, prepare a full statement of the financial transactions of that year and of the assets and liabilities of the Guild at the close of the year and shall send a copy of the audited statement to every member.
- [8] The funds of the Guild may be invested by the direction of the Conference in any investments authorised by law for the investment of trust funds, with power to vary and transpose the same from time to time and to increase or reduce the amounts of such investment.
- [9] The Guild has the power to borrow for a specific purpose with approval of at least two thirds of Conference or Special Conference, and if required giving security for such borrowing.

23 EXECUTION OF DOCUMENTS AND SEAL

- [1] The Guild shall have a common seal which shall be held by the Executive Officer and shall not be affixed to any document except by two members of the Management Committee or the Executive Officer and one member, who shall also sight documents so sealed.
- [2] Unless requiring to be sealed, two members of the Management Committee must sign any document requiring to be executed on behalf of the Guild. All cheques, withdrawal slips and negotiable instruments requiring drawing, signing or accepted by or on behalf of the Guild shall be signed by two members of the Management Committee, one of whom must be the Treasurer.
- [3] All cheques and negotiable instruments requiring to be endorsed by or on behalf of the Guild shall be signed by the Executive Officer or any member of the Management Committee.

24 ALTERATIONS, ADDITION OR RESCISSION OF RULES

- [1] Provided that no amendment is made which in any way affects the non-profit status of the organisation these rules may be altered, added or rescinded from time to time, whether in whole or in part by a special resolution of Conference, or Special Conference.
- [2] For the purpose of the rules, a special resolution shall mean a resolution passed by the majority of the Delegates at the Conference or Special Conference. No alteration, addition or rescission to these rules can be made without notice in writing being given to the Management Committee and circulated by the proposer to all Delegates at least one month before the date of Conference or Special Conference.

25 REFERENDA

- [1] Subject to Rule 27, the Conference or Management Committee may direct that a referendum shall be held on any matter affecting the Guild. The Management Committee shall direct that a referendum be held concerning the Guild, on immediate receipt of a written request to hold such referendum signed by at least one-fifth of the members. Such written request must contain the signatures of members in two or more regions.
- [2] Any referendum shall be conducted by a returning officer appointed by the Management Committee and scrutineers may be appointed by the Management Committee and by any Guild region requesting the referendum.
- [3] No referendum paper shall be counted by the returning officer unless it is received at the office of the returning officer by 5.00 p.m. on the day fixed by the Management Committee as the last day for the return thereof, being a day not less than nine or more than twenty one days after the day in which the papers are posted.
- [4] The returning officer shall reject as informal any referendum paper, which does not clearly indicate the intention of the member.
- [5] The returning officer shall scrutinise and count the papers in the presence of any scrutineer nominated. The result of the referendum will be decided by a majority of valid papers.

26 WINDING UP

[1] Subject to Sections 24 [2] and 25 of the Incorporated Societies Act 1908, Conference or a Special Conference may pass a resolution by a majority requiring the Guild to be wound up.

This resolution must be confirmed by a majority at a subsequent conference or Special Conference no earlier than thirty days after the date of the passing of the resolution.

[2] On winding up, provided that no property whatsoever is paid to or distributed among the members of the organisation the assets shall, subject to payment of the costs, debts and liabilities of the Guild and to any trust affecting the same, be disposed of as the Conference or Special Conference [by a majority] decided.

27 TRANSITORY

After the registration of these rules by the Registrar of Incorporated Societies, the Delegates, Management Committee members and other officers elected or appointed immediately prior thereto shall be deemed to have been elected or appointed, as the case may be, pursuant to these rules and shall hold and exercise their offices in accordance with these rules.